

Finance Committee Regular Meeting

Minutes of the November 4, 2014

Dodge County Finance Committee Chairman, Dave Frohling called the Finance Committee meeting to order at 7:00 a.m. on Tuesday, November 4, 2014 in Room H & I – Auditorium of the Administration Building. Chairman Frohling took roll and the following members were present: Frohling, Schaefer, Adelmeyer, Gohr and Uttke.

Also present: County Board Chairman Russ Kottke, Mielke, Kolp, Scott Smith, Ruth Otto, Russ Freber and Lifke.

Julie Kolp, Finance Director certified the public notice given for this meeting complies with the requirements of Wisconsin's open meetings law.

Motion by Gohr and 2nd by Uttke to allow the chair to deviate from the agenda at his discretion. Motion Carried.

Motion by Schaefer and 2nd by Adelmeyer to approve October 15, 2014 regular committee meeting minutes with an amendment to page 5, paragraph 3 to read "the Wisconsin Counties Association requested Frohling and County Board Chairman Russ Kottke to meet with Sen. Fitzgerald" instead of "Frohling and County Board Chairman Russ Kottke requested the Wisconsin Counties Association meet with Sen. Fitzgerald" and October 28, 2014 special committee meeting minutes as presented. Motion Carried.

Russ Freber, Physical Facilities Director and Ruth Otto, Information Technology (IT) Director presented information on the Contingent Appropriation request for an air conditioner upgrade for room B010 in the Courthouse building. Room B010 is the IT server room and is currently cooled by a water-based cooling system. A more efficient air conditioner that utilizes a digital scroll compressor, variable speed cooling fans and hot/cold aisle containment is being considered for this area. The system under consideration is discounted 40% as a pilot system. The project was budgeted for \$38,000 based on upgrading the water-based cooling system. Electrician and duct work installation cost of the more efficient system is estimated to be an additional but not-to-exceed \$30,000. Annual Water and Sewer savings are estimated to be \$20,000 and electrical savings are estimated to be \$6,150. According to Freber, Focus on Energy rebates would be available. Motion by Uttke and 2nd by Schaefer to approve a Contingent Appropriation transfer of not-to-exceed \$30,000 to BU 2901 – Courts Building Maintenance to cover the air conditioner electrician and duct work installation cost. Motion Carried.

Freber continued with the water heater project in the detention facility. Freber requested to have this agenda item laid over until the December meeting. Initial estimates to install circuit setters and check valves were \$30,000 to \$35,000. The water heaters were budgeted for \$80,000 and the current estimate is \$100,000 with total cost including circuit setters, check valves and engineering costs to be \$194,000.

Otto provided committee member with a Kronos project update. According to Otto, two groups are live and have gone through the new time keeping system payroll process. Human Services and Health went live on Monday. According to Otto, there were a few bumps in the road but overall, things are going well. Kronos was on site the previous week and worked with Information Technology, Finance and Clearview. The first payroll is predicted to go live with

Finance Committee Regular Meeting
Minutes of the November 4, 2014

the first payroll of January 2015. The core team is working fast and furious with Clearview and the Advance Scheduler to enable them to go live in January. County Board will be going live with Kronos in 2014. All County Board members will need to be on direct deposit at that time and all member expenses will be incorporated into the payroll process. Paystubs will be provided to all and online access will be given to those interested.

Motion by Schaefer and 2nd by Uttke to approve appropriation of \$3,360 from 1326 – Jail Improvement regarding the security electronic matrix and authorization for payment of vouchers when received. Motion Carried.

County Aid Bridge Construction was discussed by committee members. When 2015's Budget was assembled, \$52,200 was designated for County Aid Bridge Construction. Total amount request by towns was \$51,664. The \$536 will be adjusted in General Funds Applied. Resolution No. 14-42 County Aid Bridge Construction was presented to committee members for consideration of fiscal impact. The Fiscal Note set forth in Resolution No. 14-42 was presented to the Finance Committee for its review and approval. The Fiscal Note sets forth a Fiscal Impact in the amount of (\$536) on the adopted 2015 Budget. Motion by Gohr and 2nd by Schaefer to approve the Fiscal Note as presented and to authorize and direct the Chairman of the Finance Committee to sign the Fiscal Note and to send Resolution No. 14-42 to the County Clerk. Motion Carried.

Jim Mielke, Administrator presented the status of 2014's Budget and 2015's Proposed Budget. Regarding 2014's Budget, Mielke reported Emergency Management and Clerk of Courts' revenues will under budget. Emergency Management's tower rent revenue is decreased and Clerk of Courts' citation revenue is decreased. Human Services and Health and Highway continue to have expenditure concerns. Human Services out-of-home placement costs have increased and Highway's Snow and Ice Removal costs are dependent on November and December's weather.

In reviewing 2015's Proposed Budget, Mielke noted the budget review on October 28th went well with 26 supervisors in attendance. The County Board budget presentation will include some of the review information but not all. Mielke requested information from Bill Ehlenbeck regarding Astico Park based on the budget review discussion.

Julie Kolp, Finance Director presented information regarding authorization of vouchers. Kolp stated she has had concerns regarding authorization of voucher payments that exceed the business unit's budget. Increases in Human Services and Health's out-of-home services and Clearview's increased census expenditures have accelerated this concern. John Corey, Corporation Council Director provided a draft resolution and procedure outlining legislative intent and authoritative control of budgets to make the authorization for voucher payments more efficient and timely.

According to the draft resolution presented to committee members, the Finance Committee will have authority to appropriate excess revenues, including grant awards and fund transfers between business units within the same department, contingency fund transfers, and/or fund balance

Finance Committee Regular Meeting
Minutes of the November 4, 2014

(except General Fund) transfers. A quarterly financial summary report for all funds will be provided to committee members for review.

The County Treasurer provided committee members copies of September 2014's report of working cash account. Due to the timing of November's Finance Committee meeting, October 2014's county investment holdings were unavailable for presentation.

The monthly county and quarterly state sales tax remittance reports were reviewed. October 2014's remittance for August was \$565,940 compared to \$461,485 from the same period in 2013. The fiscal year remittance to date is \$4,978,648 compared to \$4,481,179 the same time period in 2013.

Kolp presented information regard Security and Exchange (SEC) Municipal Disclosure compliance. The SEC is looking back to 2004 for municipal disclosure compliance. The county's underwriter for 2006-2007 is longer in business and Baird and Company couldn't find the compliance document. Since the initial concern, the county's current financial advisor has located the information and notified Baird and Company.

Next regular meeting is scheduled for Tuesday, December 9, 2014 at 7:30 a.m. in Room H & I - Auditorium on the 1st floor of the Dodge County Administration Building.

With no other business on the agenda, Chairman Frohling declared the meeting adjourned at 8:30 a.m.

Gerald Adelmeyer,



Secretary